



Position Available

EDITOR

Michigan Supreme Court, Office of the Reporter of Decisions

The Michigan Supreme Court is currently seeking qualified applicants for the position of Editor. Reporting directly to the Reporter of Decisions, the person in this position edits opinions of the Supreme Court and the Court of Appeals for publication in the *Michigan Reports* and the *Michigan Appeals Reports*. The primary responsibilities for this position include:

- Ensuring proper style, language, and compliance with the *Michigan Appellate Opinion Manual* for uniformity and consistency. Suggesting language changes as appropriate to clarify the opinion.
- Reviewing all citations of authority and quotations against the source materials to ensure accuracy and compliance with the Courts' requirements.
- Preparing for publication a syllabus that summarizes the opinion's facts and holdings and headnotes that provide indexed, concise statements of those holdings. Ensuring that the syllabus and headnotes accurately reflect the opinion and can be used for quick reference and legal research.
- Assisting in proofreading the published advance sheets of the *Michigan Reports* and *Michigan Appeals Reports* to ensure that the publisher's formatting of the opinions accurately reflects the opinions as issued by the Courts and that any errors are corrected before final publication.
- Communicating with justices, judges, and law clerks regarding the reasons for suggested edits to an opinion. Responding to inquiries from justices, judges, law clerks, attorneys, and others relating to the opinions.

EDUCATION AND EXPERIENCE REQUIREMENTS: Juris Doctor (JD) from an accredited law school and a minimum of three years of legal experience, with emphasis on legal research, writing, editing, and publishing.

WORK LOCATION: Hall of Justice, Lansing, Michigan.

TO APPLY: Please e-mail your cover letter, resume, and one writing sample in Word or Adobe.pdf format to jobapps@courts.mi.gov and include "Editor" in the subject line. If you are unable to e-mail applicant materials, you may send them to: Judicial Human Resources, Attn: Editor, P.O. Box 30052, Lansing, MI 48909.

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AN EQUAL OPPORTUNITY EMPLOYER